



CITY OF PHOENIX AVIATION DEPARTMENT

VEHICLE OPERATIONS ON PHOENIX DEER VALLEY AIRPORT

I. PURPOSE

The purpose of this procedure is to establish guidelines for the safe operation of vehicles on Phoenix Deer Valley Airport.

II. BACKGROUND

Airport users/tenants expressed concerns over unauthorized vehicular traffic threatening the safe movement of aircraft and an increase in aircraft related theft. In response, the City of Phoenix installed a Vehicle Access System (VAS).

III. DEFINITIONS

- A. **AFFILIATES:** An individual directly under the control of a lessee or permittee. Prior to issuance of an affiliate VAS card, a written request will be submitted which will demonstrate the need for a card. The Aviation Director or his/her designee may approve or deny issuance on a case by case basis.
- B. **AIRCRAFT MOVEMENT AREA:** All runways, taxiways and helipads at Phoenix Deer Valley Airport. These areas are under the control of the FAA Control Tower and require two way radio communications prior to entering and operating in this area.
- C. **AIRPORT:** Phoenix Deer Valley Airport
- D. **AUTHORIZED VEHICLE OPERATOR:** An individual who has authorization to operate within the Limited Vehicular Area.
- E. **AVIATION DIRECTOR:** The Chief Administrative Official of the City of Phoenix Aviation Department or his/her designated representative.
- F. **FAA:** Federal Aviation Administration
- G. **INCURSION/VEHICLE DEVIATION:** When a vehicle enters an aircraft movement area without permission from the Air Traffic Control Tower.
- H. **LIMITED VEHICULAR AREA:** An area bounded by a perimeter fence in which vehicular entry is controlled by card reader access.

- I. VEHICULAR ACCESS POINTS: Automatic gates located along the perimeter fence, which are activated by VAS Card proximity.
- J. VEHICULAR ACCESS SYSTEM CARD: A card issued by the Aviation Department which will activate card reader gates allowing authorized vehicular access to the Limited Vehicular Area. A VAS Card is available to any authorized lessee or permit holder. No generic cards will be issued.

IV. VEHICULAR ACCESS GUIDELINES

- A. Increased security and safety conditions require Vehicle Access Card for **each entry**. **TAILGATING IS PROHIBITED!** Incidents involving a violation of these procedures will be cause for revocation of vehicle access privileges.
- B. Any individual operating a vehicle within the Limited Vehicular Area is required to have in their possession a valid VAS Card and a current motor vehicle driver's license, **OR** be escorted by an individual in possession of a valid VAS Card. Any escorted vehicle must remain with their authorized escort while within the Limited Vehicular Area and the operator must possess a current motor vehicle driver's license.
- C. Transfer, sharing and/or borrowing of a VAS Card **is not** permitted. Any individual who knowingly permits their VAS Card to be used by an unauthorized person(s) will be subject to VAS Card revocation and/or computer deactivation of their vehicular access privileges.
- D. Upon request of a representative of Airport Administration, a vehicle operator shall present their VAS Card for inspection. Failure to present a valid VAS Card shall result in escorting the vehicle and operator to a location out of the Limited Vehicular Area.
- E. Vehicles shall be operated in strict compliance with the 15-MPH maximum ramp speed limit. Operators of vehicles shall be required to obey all signage on the Airport (This does not apply to Emergency Vehicles responding to an emergency). Aircraft always have the right-of-way. **NEVER** drive into the path of a moving aircraft.
- F. Aircraft movement areas are off-limits to regular vehicle traffic. Incidents involving runway incursions or vehicle deviations will be cause for revocation of vehicle access privileges.
- G. Any individual who conducts activities on the Airport prohibited by an Aircraft Storage Permit, lease or agreement with the Aviation Department, local State or Federal regulations will be subject to VAS Card revocation and/or computer deactivation of their vehicular access privileges.

- H. Each individual Aircraft Storage Permit holder will be issued a VAS Card. Affiliates of Storage Permit holders may be eligible for VAS Cards on a case by case basis. Upon termination or cancellation of an Aircraft Storage Permit, lease or agreement, the primary VAS Cardholder and all affiliates listed under that cardholder will have their VAS Cards deactivated.

In order to ensure the integrity of the VAS Card database, VAS Cards that have not been used in the last 365 days will be deactivated.

- I. Upon executing an Aircraft Storage Permit, permittee will be issued one (1) VAS Card at no charge. Additional VAS Cards will cost \$10.00 each. Payment is due at the time of issuance and shall be paid in cash or by check made payable to 'The City of Phoenix'. Lost, stolen or damaged cards may be replaced for a \$10.00 fee.
- J. The VAS Card allows 24 hour access to the Airport. The VAS Card is a proximity card and should be passed within six (6) inches of the card reader to activate a gate for entry or exit.

If an automatic gate malfunctions, please report it at the Airport Operations counter located in the terminal building. A VAS Cardholder is responsible for ensuring that automatic gates close behind them when **entering and exiting** the Limited Vehicular Area.

- K. Please remember that vehicle operators are responsible for their actions while operating within the Limited Vehicular Area. Incidents involving a violation of Airport Rules and Regulations will be cause for revocation and/or computer deactivation of vehicle access privileges.
- L. Any permission granted by the City of Phoenix Aviation department to enter upon or use the Airport is conditional upon compliance with the Airport Rules and Regulations. The Aviation Director reserves the right to deny any or all usage of the Airport to any person or persons.
- M. Lost or stolen cards should be reported immediately by calling the Deer Valley Airport Administrative Office at (623) 869-0975.

V. ENFORCEMENT POLICY

The following is a list of potential violations. The list is in two parts recognizing that the second set of potential violations are more severe and should carry a stronger penalty:

- Operation of a vehicle within the Limited Vehicular Area without a valid VAS card and a current motor vehicle driver's license in the possession of the vehicle operator
- Transfer, sharing and/or borrowing of a VAS card
- Exceeding the maximum posted ramp speed limit

- Failure of vehicle operator to use his/her access card for each vehicle entry and exit
- Failure of vehicle operator to assure access gate closes behind him/her upon each entry and exit
- Failure of vehicle operator to preclude next vehicle in line from entering or exiting the Limited Vehicular Area. **TAILGATING IS PROHIBITED!**
- Failure to maintain uninterrupted escort of a vehicle not in possession of a VAS card from the time of entry to the time of exit
- Failure to give way to aircraft

NON-COMPLIANCE:

- 1st Violation – Deactivation of VAS card for fifteen (15) days.
 2nd Violation – Deactivation of VAS card for forty-five (45) days.
 3rd Violation – Deactivation of VAS card for one hundred eighty (180) days.

- Operation of a motor vehicle **anywhere** within the Limited Vehicular Area while a VAS card has been deactivated.
- Entry by a vehicle into the Aircraft Movement Area without prior authorization which results in a runway incursion or serious vehicle deviation.

Note: Should a violation occur by an affiliate, both the affiliate and sponsor cards will be deactivated or revoked.

NON-COMPLIANCE:

- 1st Violation – Deactivation of VAS card for sixty (60) days.
 2nd Violation – Revocation of VAS card.

